

EDINBORO UNIVERSITY OF PENNSYLVANIA - UNIVERSITY PROCEDURE

Procedure Title: Online Office Hours

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Recommended For Approval by: Dr. Philip Ginnetti, Provost and Vice President for Academic Affairs

Approved By: Jeremy D. Brown, President on February 24, 2011

OBJECTIVE:

Faculty office hours provide benefits such as advising convenience, efficiency and effectiveness to students. Students who are taking a class or classes online must be able to consult with their advisors via the same mode in which instruction is delivered.

PROCESS:

Edinboro University faculty may post online office hours as an alternative to the usual physical hours in their on-campus offices at the rate of one online office hour for each course taught online. Faculty may hold all five office hours online if their entire teaching load is online. However, faculty must hold a minimum of one campus office hour per week if they have any advisees who take face-to-face courses.

Part-time faculty must hold online office hours if they are teaching online courses and are unable to commute to campus to maintain office hours.

Online office hours must be synchronous and must use technology approved by management for security and communicative flexibility. Wimba, ooVoo and Skype are currently approved technologies; email is not. Other technologies beyond those listed here may be approved through Meet & Discuss.

Precise directions for communicating with faculty during office hours must be posted on the faculty member's door, in course syllabi, and on the faculty member's web page, if one exists.

Schedules for online office hours must be communicated to the department chairperson and all academic deans, as appropriate, and the Director of Online Learning.

In all respects, online office hours will meet the conditions established in the Collective Bargaining Agreement.

February 2011
JWK